

**MINUTES OF THE RESOURCES COMMITTEE MEETING HELD IN THE NEW ROOM ON TUESDAY 16TH
AUGUST 2022**

Present

Graham Collins, Lim Ho, Colette Inman, David Dumper, Shirley Dumper, David Loader, Mike Ledgard, Steve Farmery, Jan Grant plus Richard Thomas—Guest for Security Items

Apologies

None—100% attendance!

1] DISCUSSION WITH RICHARD THOMAS—REVIEW OF CHURCH SECURITY

Richard with his previous experience before he retired in the Security sector kindly joined us.

David Dumper, Colette and Lim in particular, together with the team gave Richard a good understanding of the issues which we have had and an outline of our current keypad system.

A]He felt that access via the rear entrance door in particular made us vulnerable and that consideration should be given to restricting access to essential users of the New Room and Wesleys.

One thought—could a separate access code be given only to essential users of the New Room, they need not know the front door access code??

B] Can we all please have a look at the website that Richard recommended to us

WWW.CONTROLFREQGSM.COM- Based in Brighton they have a range of possible solutions which importantly Richard believes can be used as enhancements on our current keypad. We probably all need to gain an idea from the website prior so that we can make decisions at our next meeting.

Possible enhancements include:

1] Each group user can be given their own specific access code which is only valid for the time of their hire booking –ie a group has a regular weekly booking from 2pm to 4pm on Wednesday—their individual and unique access code would be valid from 1.30 pm to 4.30 pm on Wednesdays for example

2] Essential users such as nominated Church members should be able to have an ‘enhanced’ access code which allows them 24/7 access

3] The above code numbers can be changed for 1 & 2 above can be changed easily

4] There is an initial workload issue with approximately 50 groups using the premises in setting up such an access system. Access would be via a smartphone. Colette added that three or four of the regular hire groups do not have access to a smartphone and that she has to manually advise these groups of a code change instead of via e-mail.

5] A frustration continues to see the front door being wedged open by groups, when these groups are not using the ‘Welcome Area’, anyone can walk in or ‘tailgate’ etc. A possible solution is that an alarm can be added to the door which sounds if the door is left open for say more than 30/45 seconds. An important feature of this would also be if the last person leaving the Church from the Church did not fully shut the door then it would tell them that the front or rear door is not fully shut/locked.

- 6] The alarm on the access doors should be able to be disabled for Sunday Services and other occasions etc.
- 7] Use of the front door latch would need to be reviewed. A magnetic lock may need to be fitted to the top of the front access door
- 8] Importantly Richard believes that the cost of the above upgrades are manageable—he thought £500 max.
- 9] Richard has kindly offered to assist further and to attend and support us in a future meeting as make decisions.

SECURITY—GENERAL

Door Wedges remain an issue—we are still not too sure if we should dispense with them completely

David Dumper pointed out that the Church needs to strike an effective balance between Church usage and security—we are not a business

Use of the Ringo System has identified certain groups whom continue to :

- a} leave doors wedged open and sometimes worse unattended
- b] Tell fellow members of group the access code
- c] Not always ensuring the front door in particular is fully closed

The Committee is grateful to Colette and Penny for monitoring and whom have been able to see some offenders and ‘educate’ some etc.

We can all ‘educate gently’ and remind those we see around the Church of their responsibilities

We would not rule out suspending persistent offenders as a last resort

Colette and Graham will oversee the electrical installation by Paul Hunt Electrical on tuesday 30th August to enable installation of two CCTV cameras—one above the rear door entrance and one by the old boiler door with a view onto the kitchen corridor access door—PS does access need to be reviewed/restricted on this door? Feasible?

Although the monitors have ‘smartwater’ included, in reality the police don’t always use this traceability. David Loader stated that the monitors have enhanced Ultra HD protection.

We have ‘commercial monitors’ which can be used as Large Screen TV’S

GOING FORWARD

I am trying to move away from ‘over reliance’ on our regular four monthly meetings. So much is happening and changing within the Church as well as in the wider world!, that the Church cannot always wait for these meetings to raise issues as they happen.

Whilst I am not recommending that we all send loads of e-mails on a regular basis there is clearly scope for more regular communication without the need to formally meet up??

So I think that you should be able to e-mail all of the Resources Group if you have a burning issue, thoughts etc??

A good example is your feedback on Richard's discussion, thoughts on the ControlFreqGSM website and ongoing overall security progress, including CCTV monitoring etc

I also think that this would help me in looking to spread the workload and to have greater group input as the team look to make, in particular, property decisions?

RINGO SECURITY CCTV MONITORING

This issue was highlighted by the Stewards Meeting at Kenilworth in July when Rev Iain Ballard had stated that unless a team of 7/8—to cover monitoring on average one day per week—that he would instruct the system to be switched off. At that time Penny was monitoring the system by herself with Audrey retiring and Colette in hospital/recovering from her operation=={PS Great to see you back in full flow, driving etc}.

Since then we now have a team of 8, possibly 9 whom are prepared to be monitors the team are:

Colette---System Manager and Co=ordinator

Penny

Craig Brain—Penny's son

Graham—going live shortly

Jan Grant

Sue Rimmer

Maureen Beckett—going live shortly

Marion Homer-----going live shortly

Kath Fraser-----going live shortly

David Dumper stated that the Church has a 'duty of responsibility' to the above volunteers—which include safeguarding and health and safety issues. ---therefore the following is proposed:

A] The responsibility for setting out the instructions and guidelines for this function should be with the collective members of the Resources Committee

B] A code of instructions and guidelines need to be drawn up which is something we can all have input on

The following is to be included in the document:

1] If an incident occurs notify the police and then immediately ring the alarm to hopefully 'scare off' the intruder

2] It is unsafe for a monitor to go down to the Church to see what is happening, the individual may be apprehended by an intruder which could result in all sorts of unsavoury and dangerous events.

3] If the police attend the premises then they should be trusted with the access code

4] Whether an individual monitor meets with the police at the Church is a grey area—some may feel more comfortable than others and for some as well it may or may not be practical.

5] Monitoring is only required between 10pm and 6am on weekdays and between 2pm and 6am on Saturday and Sunday

6] Colette is training the monitors to go live and has created a 'Whats App' group—in due course Rotas will be drawn up to give the necessary cover.

7] The cleaners are not now coming before 6am which has caused issues with the system and Shirley is looking to get the cleaners to commit to more 'regular' hours

UPDATE ON VISIT TO KENILWORTH—27/7

Jan, Shirley, Penny and I—an enjoyable visit. Their keyfob system would not be ideal for us but Fi Pethick was very supportive and a good fact finding visit. As the Church is in a residential area they allow neighbours to park cars overnight. No significant security issues reported.

UPDATE ON VISIT TO HOLY TRINITY---29/7

David Loader, Shirley and I met with Lola—Parish Hall Operations Manager to explore ways of working together in particular in the area of security.

Early days with Holidays etc but the relationship will develop. We had a tour of their premises and they have now had 5/6 break ins including two in the last three weeks, A CCTV camera ,milk and chocolate has been taken but with at least 1.5k of damage to the premises. Any valuable items are moved overnight into the Church

HT have a couple of councillors Lola believes in the congregation and 'key' people and sharing best practice together with lobbying police, SDC for improved CCTV, Street lighting etc—as Shirley stated look at lighting resources from midnight to 6am in the area-- and overall awareness etc. Lola will visit Colette to learn about our CCTV system in due course. I will catch up with Lola in the next week.

However these unfortunate incidents are still around—as discussed this morning and on the Herald website this afternoon the break in this week at URC/Bear Pit is estimated to have caused 7k of damage.

David Loader reminded us that there is a defibrillator on the wall outside by the Parish Hall entrance

FINANCE UPDATE

David is e-mailing Rev Iain Ballard

1] With Audrey's retirement Rev Iain Ballard will take over as the line manager for Colette and Naomi

2] We have had no real guidance as to how we treat and deal with the merger/cluster of Henley or Welford

3] Our reserves are lower than some of the Circuit Churches which are either closing or clustering

4] David is to seek support in meeting our winter Circuit Assessment Requirements

5] David is busy in preparing for y/e 8/22 Church Accounts

With Mickleton Church closing it is yet to be decided if the Circuit will benefit from any funds from sale of property and assets in due course and indeed specifically ourselves.

ENERGY

A burning issue for us all!

Our suppliers Good Energy did not impose the increase in our tariffs as planned in January—imposed in July but this has helped. We are now on a monthly variable rate/tariff

Our net expenditure of circa 4.5k pa will increase by an average of 65% on current projections in the autumn but David believes our overall cost could rise by circa 150% to 11k/12k in the next 12 months

On the positive side in the three months to 31st July the Church received a rebate of £691 from power generated by our solar panels—helped by some sunny weather!

GREEN GROUP AND USE OF ENERGY

Lim is compiling a group to look at the overall use of energy in the Church and will report back in due course.

Lim questioned the need for the three water boilers to be on 24/7—can they have timer switches installed and is the cost feasible??--group research

We will reduce the heating controls as from now from 21C to 20C for all rooms. In addition guidelines-- reduce the pre-heating time for a booking from one hour to 30 minutes and switch off the heating off about 10 minutes before each booking finishes. Look at the need for lighting being switched on in the Church and general premises.

Lim added that when the gas oven needs replacing that this should be converted to an electric oven.

Lim also looking at the use of batteries where possible as a suitable alternative.

David Dumper will circulate the monthly power statements to us for information. Shirley added can the heating for the small side room SR2 be switched off as it is not really used.

HIRE CHARGES

To assist with the above hire costs have increased overall by an average of 10%-12%.—no issues/complaints— Collette has informed the hire groups and the increase will take effect from 1st September.

PROPERTY UPDATES

Steve and I saw Martin Malone after the meeting as he was repairing the boiler door.

Steve has asked him to address and fill in the fire stops in the cellar and other areas in the Church Premises—Martin will do this—this is an item requiring attention by the Fire Safety Report

David Dumper in due course will review the findings of the Fire Safety Report and the small sub committee looking at this key issue will meet again in due course.

We asked Martin to also have a look at the overhead door springs in the lounge and other corridor doors. He believes he may be able to adjust them

Thanks to Shirley for sorting the new green food waste bins for the Church—do we need any notices put up in the kitchen areas or is it common sense?!

Lim reported that the annual boiler service has been completed, a part had to be changed and minor flooding has been addressed.

Martin Malone is repairing and painting the lounge window sill, needs more attention than expected.

The Water Boiler in the Welcome Area and water ingress into the cupboard underneath has been repaired and sorted.

Paul Cook has expressed an interest in supporting the work of the Resources Committee, Lim—I think—will follow up

AOB

The Circuit has purchased a Commercial Hall Booking System which go live in September. Colette is currently transferring data and will run the current and new system in parallel for a month to ensure no glitches etc. Should save Colette up to four hours per month in admin time, in particular in raising invoices etc.

Colette suggested that we invite her security contact to our next meeting which will give us another valuable input etc-agreed

We cannot set a date for the next formal meeting as the RC meetings should be overseen by a minister as far as we understand a deacon cannot oversee this role—I did advise Iain of our meeting today.

David Loader stated the stewards needed access to Colette's laptop at Church recently to print some items. The laptop has a PIN code which if accessed gives access to everything on the computer. Suggestion is to use the stewards e-mail [address.—smmcstewards@gmail.com](mailto:smmcstewards@gmail.com).

Graham will revert to a secretarial role and take minutes as from 1st April 2023. With all of the changes happening in the Church now is the right time to look at this as well as some key roles in the Church. Hopefully we can attract a new committee member or to and spread the workload etc.

Shirley requested that I circulate the job/task listing which was drawn up sometime ago as a reminder of the many tasks within the Church—see attached

A couple of points I forgot to raise at the meeting

A] We may need a skip sometime—Steve confirms there is a need for one

B] The weekly Church notices are printed out should they be displayed in the front window or should they be displayed inside the Welcome Area for security reasons—I know there is some disagreement on this as people can see when the premises are in use if displayed in the front window —thoughts??

MEETING CLOSED AT 12.30 PM—No date set for either the next RC or CC meeting in the Autumn at this stage

Graham Collins

Resources Secretary

16th August 2022